

Delaware County 4-H Summer Intern Job Description

Compensation and Hours:

Compensation will be \$12.00 per hour. Hours can be flexible as office needs change throughout the summer, and will be discussed at beginning of Internship. **There will be extended hours (potentially including weekends) required during the Delaware County 4-H Fair events (July 8 to July 17).** The ideal start date is beginning to mid-May and end date mid-August; however, those dates can be flexible depending on college schedule.

Job Summary:

The 4-H Summer Intern is responsible for assisting in the development of the 4-H program and assisting with clerical duties. The intern will work directly with the 4-H office staff to complete tasks throughout the summer that are focused around the Delaware County 4-H Fair. The selected candidate will be given the opportunity to attend 4-H related meetings and work with 4-H Advisory Boards, be a part of executing the fair, and other 4-H program related tasks. The goal of this internship is to provide a variety of work-related experiences to help the interns achieve their career goals. This position is supervised by the 4-H Youth Development Extension Educator and/or the Delaware County Extension Director.

Duties included but not limited to:

- Works with the 4-H staff in the planning and carrying out of tasks
- Communicating with 4-H members, volunteers, community members, and office walk-in-visitors
- Must be committed to work with Purdue Extension – Delaware County 4-H May through August and be available to work additional hours during the Delaware County 4-H Fair
- Organize & prepare mailings, notices, flyers, pre-entry forms, data entry, prepare animal show programs, deposits, organize 4-H awards and supplies, etc.
- Prepare flyers and other marketing materials as needed, take photographs fair week and prepare marketing materials during fair
- Assist with 4-H project check-in and check-out
- Inventory fair supplies
- State fair preparation
- Other tasks assigned by the 4-H Extension Educator and/or Extension Director

Qualifications:

- Strong work ethic and the ability to work in a team environment
- 4-H knowledge preferred
- Strong communication, organization, and interpersonal skills
- Proficient computer skills – Excel, Outlook, and word processing, data entry
- Self -Starter: should be well organized, and able to stay on top of multiple deadline
- Valid Indiana driver's license

How to Apply: To apply for this position, send a resume, cover letter, and references to:

Purdue Extension-Delaware County
100 W. Main Street, Room 202
County Building
Muncie, IN 47305
765-747-7732